

EQUAL OPPORTUNITY OFFICER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
4612	Assistant Equal Opportunity Officer	03	630	6 mo.	March 1, 2005
4613	Equal Opportunity Officer	03	630	6 mo.	March 1, 2005

Promotional Line: 281

Series Narrative

Employees in this series are skilled professionals involved in the development, coordination, issuance, implementation, and monitoring of plans, guidelines, instructions, and procedures to assure a diversified work place through equal employment opportunities and affirmative action for employees and applicants (such as hiring and promotional procedures for minorities, women, and protected groups, affirmative action goal-setting procedures, training procedures, and complaint procedures).

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Equal Opportunity Officer **4612**

Employees at this level assist with the management of employer affirmative action programs; serve as the employer's representative for affirmative action and diversity programs and concerns; and provide specialized support for workforce diversity initiatives. They are responsible for various affirmative action programs and may assist with the supervision of affirmative action staffs or offices.

Assistant Equal Opportunity Officers typically –

1. advise supervisors and managers regarding the implementation of affirmative action and diversity programs
2. assist with long range diversity planning and implementation including policy formulation, coordination, implementation, and analysis
3. prepare statistical or narrative publications and reports on the progress, achievements, and corrective measures of programs including response letters and maintain records on pertinent employment action related to work force diversity
4. assist with researching workplace diversity data of various classifications, employees in promotional lines, or turnover statistics
5. may represent the employer at recruitment fairs and public meetings; conduct pre-employment assessment interviews for applicants; and assist with the development and implementation of recruitment, employee harassment and diversity training, testing, Supported Employee, Trainee, and Learner programs
6. serve as liaison with government agencies, community and campus-affiliated interest groups, and other interested parties

7. assist with continuous evaluation of campus programs to assure compliance with local, state, and federal rules, regulations, laws, and orders to include the monitoring and interpreting of local, state, and federal legislation and court actions
8. provide testimony or advice during complaint proceedings; assist in planning and conducting investigations to gather data concerning complaints of discriminatory practices; review findings and recommendations with supervisor, advise employees, on using procedures for discrimination complaint resolution
9. assist with or conduct workforce utilization and adverse impact analyses
10. advise employees or applicants and other persons who are concerned or have reported alleged acts of discrimination
11. assist with the supervision, management and evaluation of affirmative action compliance programs for employees and applicants
12. assist with on the job training for staff
13. other duties as assigned

Level II: Equal Opportunity Officer**4613**

Employees collaborate and assist in the management of affirmative action initiatives and programs that develop and sustain workforce diversity for all employees and applicants. They are the primary managerial assistants to the principal of the major academic/administrative unit that provides leadership, and expertise for workplace diversity planning and affirmative action programs. In depth knowledge of the employer's organization, programs, procedures, and policies is essential to the performance of duties, and confidence in all relevant matters is accorded.

Equal Opportunity Officers typically –

1. provide guidance and assistance to administrators regarding the objectives of governmental agencies and the employer's policies, affirmative action programs, standards, and objectives
2. formulate, analyze feasibility, recommend, coordinate, and implement equal opportunity policies, issue guidelines, instructions, and procedures
3. direct the preparation of statistical and narrative publications and reports concerning the progress of programs, achievements, problems and corrective measures, research and analyze statistical data involving diversity studies, work-force analyses, and utilization to measure progress towards the achievement of diversity goals
4. evaluate the effectiveness of campus programs to assure compliance with local, state, and federal rules, regulations, and laws and recommend, coordinate, and implement long range diversity plans.
5. direct, plan and conduct investigations to resolve complaints of discriminatory practices and recommends conciliatory or corrective action to resolve discrimination complaints
6. review or approve employment announcements and advertisement plans

7. develop and supervise programs for advising employees, applicants, other persons who are concerned with or have reported alleged acts of discrimination; advise employees and principals of major administrative units on the use of grievance procedures or compliant resolution procedures
8. coordinate diversity program elements among administrative and academic units equal opportunity representatives, committees, governmental and other interested officials, and individuals to assure unity and efficiency of effort and objectives
9. supervise support staff
10. direct, plan, and provide or monitor on the job training for support staff
11. perform the duties of Assistant Equal Opportunity Officer as required
12. other duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO

Level I: Assistant Equal Opportunity Officer

4612

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

Minimum Acceptable Qualification Credentials to be verified

1. High School Diploma, GED, or equivalent
2. Any combination totaling two years from the following categories:
 - a. work experience in equal opportunity/diversity or closely related occupational area, with duties comparable to those listed by the Equal Opportunity Officer Specification.
 - b. college course work in Social Sciences, Behavioral Sciences, and Business Sciences or closely related disciplines, as measured by the following conversion table or its proportional equivalent:
 - 30 semester hours equals six months
 - 60 semester hours or Associate's Degree equals one year
 - 90 semester hours equals two years
 - 120 semester hours or Bachelor's Degree equals three years
 - Master Degree or higher equals four years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of equal opportunity problems encountered by members of minorities, women, and other protected groups
2. knowledge of civil rights, affirmative action, and fair employment practices, laws, and regulations
3. ability to learn and apply a knowledge of campus policies, procedures, and regulations applicable to employees or applicants
4. ability to successfully communicate and interact with persons of varying ethnic and cultural backgrounds
5. skill in communicating in both verbal and written forms
6. ability to address groups of persons
7. ability to coordinate and complete several activities simultaneously
8. ability to research and compile data
9. computer literate

Level II: Equal Opportunity Officer**4613**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

**Minimum Acceptable Qualification
Credentials to be Verified**

1. High School Diploma, GED, or equivalent
2. Any combination totaling four years from the following categories:
 - a. work experience in equal opportunity/diversity or closely related occupational area, with duties comparable to those listed by the Equal Opportunity Officer Specification
 - b. college course work in Social Sciences, Behavioral Sciences, and Business Sciences or related disciplines, as measured by the following conversion table or its proportional equivalent:
 - 30 semester hours equals six months
 - 60 semester hours or Associate's Degree equals one year
 - 90 semester hours equals two years
 - 120 semester hours or Bachelor's Degree equals three years
 - Master Degree or higher equals four years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. attributes listed for Assistant Equal Opportunity Officer and

2. supervisory and administrative abilities
3. ability to delegate responsibilities
4. extensive knowledge and experience of equal opportunity problems encountered by members of minorities, women, and other protected groups
5. extensive knowledge of civil rights, affirmative action, and fair employment practices, court decisions, guidelines, laws and regulations
6. ability to learn and apply knowledge of employer's policies, procedures, and regulations applicable to employees or applicants
7. computer literate